

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0224070		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Database Administrator UNCL	
3. Division Family Services				12. Proposed Class Title	
4. Section Rehabilitation Services		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City: Topeka County: Shawnee			15. By	Approved	
7. (circle appropriate time) Full time XX Perm. Inter. Part time Temp. %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name

Title

Position Number

Michael Donnelly

Director

K0000101337

Name

Title

Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) This employee exercises considerable latitude in completing assigned work.
- b) Policy manuals are available and employee has access to specialists in other departments. Supervisor provides overall guidance in all areas.
- c) Duties and responsibilities are assigned in the position description specific tasks / assignments are made by supervisor based on current priorities, demands, needs and project plans.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

<p>Number Each Task and Indicate Percent of Time</p>	<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none">• Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public;• Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities;• Ensure that all KRS programs and services support customer engagement and informed decision making.• Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth;• Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency;• Provide excellent customer service both internally and externally;• Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity, and follows the expectations of the RS Professional Conduct guidelines;• Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other SRS and KRS staff; and• Work cooperatively with peers, staff, customers, community partners and the general public. <p>Generally, this is advanced technical work in information systems analysis and application development. Serves as senior consultant and/or subject matter expert providing consultation to users and staff for the most complex problems. Work involves identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Functions as the top technical consultant for the organization in one or more highly specialized areas of application analysis, design, and programming by providing guidance, technical expertise and/or research services to others.</p> <p>More specifically, the Applications Developer III will:</p>
<p>1.</p>	<p>Participate in project planning for information system applications in rehabilitation services. Analyze, design, develop and test information system applications. Deliver work that is on time and that meets the RS deliverables agreed upon during the requirements gathering phase of the work effort. Deliver excellent customer service by designing, developing and testing code that provides functionality to meet or exceed RS area needs. Work collaboratively with RS the business analyst of DCF IT and RS testing unit to lead and/or execute assigned work requests and problem reports. The service request is created by RS in clear quest and is assigned to the developer. Developer will execute construction and unit testing efforts. Programming changes are migrated into a validation/acceptance test area where they are tested. Results are verified by the KMIS testing group. RS is then notified to review the test results. Once RS is satisfied that requirements have been met and they sign off to proceed with migration to production developer will execute the final production. Developer will be evaluated on meeting requirements, meeting work effort target dates/deadlines, managing work efforts of other development resources (when leading work efforts), installation success and coordination and collaboration with work effort team members.</p>

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| 2. | Research and resolve technical issues/questions related to KMIS as assigned. Prepare queries and do research to answer business questions. Issues and questions may arise from system problems (abends, inappropriate functionality) and/or business area requests. The procedure to resolve will vary based on the issues/question raised. Developer will be evaluated on whether or not the issue/question is successfully resolved/answered, the effort/accountability of the developer in researching/analyzing the problem, and resolution time. |
| 3. | Execute monthly, quarterly, and annual reports for Rehabilitation Services. A list of reports is provided by RS and developers trained on priority and order of execution. On a monthly basis, developer executes requested reports. Developer is evaluated on accuracy of job execution and completing the report execution process on time. |
| 4. | Ensure system documentation is prepared and updated as assigned projects, problem reports, work requests and service requests are implemented to allow for effective maintenance/support/enhancement of KMIS. Documentation should be created/updated as a part of each project, service request, problem report and/or work effort. Documentation may be reviewed by the supervisor, lead or RS business associate. Documentation will be reviewed for accuracy, completeness and whether it is sufficient to provide information to effectively support/maintain/enhance the associate software. |
| 5. | Complete timesheets, provide work status, and attend team status meetings. These are general administrative type tasks that are ongoing and should take a minimum amount of time. |

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

N/A

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Inadequate maintenance, improvements and corrections of KMIS operations could result in major system failure or faulty system handling. Failure to address system errors, make improvements and update reporting requirements, fraud prevention and detection efforts and data sets needed for federal reporting could result in system and program failure. An additional consequence is failure to complete timely and accurate federal reporting could result in audit findings and potential loss in federal and state funding.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The Database Administrator is primarily focused on maintaining, updating, fixing, and enhancing the KMIS system along with developing or maintaining other system interfaces. The position will periodically interact with other RS central office employees, KMIS helpdesk and tester, RS field staff, DCF IT employees and contractors, along with DCF staff or contractors primarily engaged in new systems designs or maintenance of other state systems, e.g., SMART, PARTS, KEES. The position will rarely interact with the public.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Physical hazards, risks or discomforts are considered to be minimal.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of standard office equipment including telephone, FAX machine, personal computer, laptops, and printers.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Successful completion of 24 hours in computer science coursework or certification and one year experience designing/analyzing, coding, testing, debugging database programs or system software programming and analysis or two years experience designing/analyzing, coding, testing, and debugging database programs or system software programming and analysis. Education may be substituted for experience as determined relevant by the agency.

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date